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| MJR Objective Obtain a position full time as HR Specialist or similar position within a local organization. Skills Leadership  Communication (written and verbal)  Mediation  Budget Tracking  Multi Project Management  MS Office Suite  CRM | |  | | --- | | Meredith J. Rice518-556-8199– 51 Waterman Avenue, Albany NY 12205 |  ExperienceProfessional • MVP Healthcare • Sept 2016 TO Jan 2021 Liaison for both the State of New York and the State of VT ACA Marketplace. Solely responsible for both Private and Public healthcare marketplaces. Multi project management, assistant to VP of Sales (key contributor to service improvement, payment policy as well as all other projects as assigned), handle all escalated complaints from Attorney General’s office. Manage and maintain excellent relationships between MVP and the customer (State Agencies). Executive Assistant • dsm • 2013 – September 2016 Assistant to VP Global Sales  Project Management, Meeting and Event planning and coordination. Travel and calendar management. Global meeting integration (working with colleagues in China, Switzerland and Ireland). Budget, Sales and general office management for VP. Executive Assistant • Nationwide Retirment Solutions• 2003 – September 2013 Assistant to VP East Region  Budget and Travel Planning – Expense Reporting, Sales and Database management, Training, Onboarding, Employee engagement, meeting coordination and event planning. EducationMasters of Science, Organization Management • 2012 • Sage Graduate college Magna cum laude, Dean’s List (all consecutive terms), Certificate of Excellence, Concentration in Global Studies with focus in China BS, Business Administration • 2009 • Sage College of Albany Concentration in Business Psychology, Human Resources Volunteer Experience or Leadership Board Member – Leadership Tech Valley (Chamber of Commerce)  Graduate – Leadership Tech Valley  City Mission of Schenectady Volunteer  Board Member Shaker Heritage Society |